

POSITION DESCRIPTION

Supervisory Fish and Wildlife Biologist (Joint Venture Coordinator)
GS-401-13

INTRODUCTION

The Incumbent serves as the Coordinator for the Central Valley Joint Venture (Joint Venture), works independently under the supervision of the Chief, Division of Migratory Birds within the U.S. Fish and Wildlife Service (Service) Pacific Southwest Region (Region 8). The position is located in Sacramento, California. Duties include performing myriad activities necessary to achieve success in furthering the stated objectives of the Joint Venture Implementation plan (Plan). The Plan establishes biologically based objectives for delivering all bird habitat conservation at a regional scale. Activities include the coordination and direction of the efforts of a team of professionals from federal and state agencies, non-governmental organizations, and individuals to strategically conserve needed habitat through fee acquisition or easements, restoration, and enhancement of targeted lands within the defined Central Valley Joint Venture boundary. The incumbent has authority, responsibility, and accountability to direct and implement the Joint Venture through the accomplishment of duties within a broad framework.

The formal Joint Venture partnership is comprised of 21 state and federal agencies, conservation organizations and one corporation, which has developed a shared vision of migratory bird habitat conservation; cooperates in its implementation; and collaborates in its refinement. This formal partnership is extended to non-formal partners including private landowners, water districts, agricultural interests and local conservation organizations. Accordingly, the Coordinator is responsible for facilitating, guiding and leading the partnership in all facets of Joint Venture implementation including administration, conservation planning, habitat delivery, monitoring and evaluation, and education and outreach. Additionally, the Coordinator collaborates with other national and international bird conservation efforts. To this end, the Joint Venture Coordinator operates in support of and at the behest of not only the Service, but also the Joint Venture Management Board.

MAJOR DUTIES

Duties include, but are not limited to, the following:

- Provides direction and leadership to the Management Board and to various Joint Venture committees by organizing Management Board meetings and through the participation in Committee meetings and other activities. Insures Joint Venture project goals and objectives are consistent with authorizing legislation, Departmental directives, and fulfills the requirements of the four major migratory bird initiatives. Provides leadership in

promoting the integration of biological objectives from various bird plans into Joint Venture habitat projects, as applicable. Maintains close contact with Federal, State, municipal, and private groups involved with wildlife management issues and practices.

- Provides technical and administrative supervision to Joint Venture staff. Implements the full range of supervisory duties including recruitment, selection, promotions, awards, performance reviews, and disciplinary actions of staff, in full accord with FWS Policy guidance.
- Plans and assigns work responsibilities and priorities to staff, providing guidance and instruction. Monitors and evaluates staff work to assure high quality work, achievement of statutory requirements, completion of negotiated work tasks, and adequacy of reports including technical aspects and administrative requirements.
- Prepares correspondence, technical reports, administrative records, and scientific materials in a professional manner consistent with the communication practices and style of the office and agency. Meets with and provides briefings and presentations on a variety of Joint Venture topics to a wide range of audiences including the legislature, agency and organization directors, managers and staff, county and local planning commissions, private foundations, and the media. Serves as writer and editor of complex reports and plans, including, but not limited to, the Joint Venture Implementation Plan and Operations Plan, and as reviewer for numerous grant proposals. Monitors progress and develops annual reports to be presented to the Board on the accomplishments of the Joint Venture in achieving its annual and long-term goals and objectives.
- Develops and seeks approval from the Management Board for the annual operating budget which identifies projected expenditures for required Joint Venture functions, as identified in the Joint Venture Performance Matrix. Administers the annual budget for the Joint Venture including ensuring effective and efficient disbursement, tracking, and reporting of budget allocation.
- Consults with Supervisor in all complex, complicated, or controversial issues that would be of interest to the Regional Migratory Bird program. Serves as Acting Chief, Division of Migratory Birds when so designated and assumes responsibility for select office supervisory and administrative duties, as delegated.
- The Incumbent seeks out and encourages new partnerships and provides technical assistance and guidance to partner organizations and others in the development of conservation proposals, including, but not limited to, those submitted for federal matching funds under the North American Wetlands Conservation Act grants program.

FACTORS

1. Knowledge Required by the Position

- Mastery of the theory and application of principles, theories, methods and practices of wildlife biology, conservation biology, wildlife and ecosystem management, sufficient to direct a program, including developing new approaches or adapting general principles to distinctive wildlife resources protection, development, enhancement, and management problems.
- Knowledge of related natural resources fields sufficient to critically review and evaluate programs or proposals and their effects on the resources involved.
- Knowledge of Federal and State laws, regulations, and policies that govern the activities of the Joint Venture and the Service.
- Demonstrated experience in working with other State and Federal officials and private entities with whom various Joint Venture related programs are being studied or administered.
- Knowledge of Service goals, agency management policies, and procedures to ensure the effective management, utilization, and conservation of wildlife resources.
- Working knowledge of technical and legal procedures involving assistance agreements and contracting, including negotiations, cost estimation, procurement, control administration, and monitoring.
- Demonstrated experience and ability to communicate effectively, both orally and in writing, to diverse audiences.

2. Supervisory Controls

General supervisory guidance and oversight is provided by the Chief, Division of Migratory Birds in the Pacific Southwest Region, Sacramento, who assures Joint Venture coordination activities are adequately provided. The incumbent operates within the context and constraints of national legislation, agency policy, and overall agency and regional objectives. Within these broad areas of direction, incumbent has the authority, responsibility, and accountability to carry out and oversee programs, studies, and projects through the accomplishment of duties. Work is evaluated on the attainment of program objectives, managerial responsibilities, demonstrated effort to meet Joint Venture and Service objectives, and the quality of judgment used.

3. Guidelines

Guidelines are broad, including basic statutes, regulations, manuals, directives, and public statements of the Director, Regional Director, and supervisor, which serve as very general guides providing legal and policy parameters. The duties require broad discretion in application and in interpretation of these guidelines. A high degree of judgment, imagination, and ingenuity are essential. The incumbent exercises judgment and ingenuity in deviating from traditional methods and developing new methods to accomplish the Service's work. Such new developments may influence Regional and Service policies or procedures.

4. Complexity

Familiarity with Service policies and goals is highly desirable, as well as an ability to adapt, innovate, and initiate activities with appropriate sensitivity and discretion. Work usually requires complex decision making and exercise of judgment and analytical ability. Work often requires departures from past approaches by extending traditional techniques or developing new techniques without compromising principle, policies, or objectives. Incumbent must coordinate and cooperate with different, resource-related activities within and outside the Region, as well as with multi-Federal and State agencies and conservation organizations.

5. Scope and Effect

The nature of the assignment is to direct and coordinate wildlife habitat conservation activities of the Central Valley Joint Venture, and to provide supervision and management of all technical and administrative activities of the Joint Venture Coordination Office. Assignments involve a broad range of duties. The incumbent is responsible for the planning, administration, and program control of the activities which are directed toward achieving protection, restoration, and enhancement of fish and wildlife resources. The program involves coordination among a multiplicity of special interest groups, State and Federal agencies, and assuring that the Joint Venture's interests are adhered to. The work is further complicated by a variety of problems including, but not limited to, loss of wetlands, decline of migratory birds, pollution, water availability and delivery, water costs, urban development and other interrelated problem areas. This program is a highly visible, multi-State, multi-Federal agency, multi-organizational program with national visibility and impact.

The purpose of the work is to coordinate the activities of multi-Federal and State agencies, private conservation organizations, and others in the protection, enhancement and restoration of avian wildlife resources in the Central Valley of California. The Central Valley is internationally recognized as a priority region of significance for migratory bird conservation in North America. The incumbent serves as an expert and consultant to the Regional Director in matters of migratory bird habitat conservation within the purview of the Central Valley Joint Venture.

6. Personal Contacts

Contacts include other professionals, coworkers, and representatives from various Federal and State agencies, private conservation organizations, city and county governments, and private citizens involved in natural resource planning and conservation. Contacts are also made with news media, and congressional staff.

7. Purpose of Contacts

The contacts are to present information of Joint Venture activities, Central Valley avian wildlife resource needs and opportunities, and to present the Fish and Wildlife Service policy concerning various avian wildlife habitat conservation issues. The work will include professional conferences, legislative hearings, land use presentations, and similar meetings where the impact of the decisions will extend beyond the scope of the meetings involved.

8. Physical Demands

The work requires some physical exertion such as walking over rough, muddy, uneven, swampy, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities; lifting of moderately heavy items weighing up to 50 pounds.

9. Work Environment

The work requires both office and outdoor work. Office work involves observance of normal safety/security precautions and fire regulations. The office is adequately lighted, heated, and ventilated. Outdoor work involves occasional exposure to moderate safety risks such as travel in approved small air and watercraft, moderate discomforts such as exposure to wind, temperature, and weather extremes, and moderate unpleasantness such as biting insects (some of which may transmit potentially serious diseases). Special safety equipment (e.g., flotation vests, nomex fire-retardant suits) is necessary for outdoor work involving watercraft or aircraft. The incumbent is required also to maintain a valid State driver's license.